

BACKGROUND/FUNCTIONAL STATEMENT

The ongoing outbreak of H5N1 highly pathogenic Avian Influenza virus (AI) among poultry and humans in Asia has raised concerns about its potential to cause a catastrophic world-wide influenza pandemic. Nearly 144 million domestic poultry have died or been destroyed and 225 people have contracted the disease, of which 128 have died as of June 9, 2006. At present transmission is largely limited to animal-to-animal with occasional animal-to-human transmission. There is growing concern, however, that if the virus evolves into an efficient human-to-human transmitter millions of lives may be threatened. In addition, a global influenza pandemic would likely have a major effect on global economy, including travel, trade, tourism, consumption and eventually, investment and financial markets.

In September 2005, faced with a well-needed critical and urgent response to Avian Influenza, USAID made Avian Influenza (AI) a top priority for all missions and posts worldwide and to implement an emergency containment plan in the shortest time possible. With this need, the U.S. Congress through the Emergency Supplemental Appropriations Act for Defense, the Global War on Terror and Tsunami Relief of 2005 has appropriated \$25 million of which \$10 million would be for USAID and \$15 million would be for US Department of Human and Health Services (HHS)/Centers for Disease Control and Prevention (CDC). An initial 14 month plan entitled "Containment of H5N1 Avian Influenza: A USG Preparedness and Response Plan" was submitted to Congress in June 2005. This plan, while generic in scope focused on containing the risk of H5N1 infections through five inter-related objectives:

- Ensuring a coordinated international response.
- Minimizing the risk of animal-to-human transmission.
- Minimizing the risk of human-to-human transmission.
- Ensure rapid & effective treatment and containment of the infected humans and animals.
- Prepare against a pandemic.

The Office of Public Health (OPH) in Bangkok, under the United State Agency for International Development (USAID) Regional Development Mission/Asia (RDM/A) which began operations in FY 2003, is the regional office to implement the aforementioned USAID plan in Asia. OPH puts this mandate into operation as follows: the primary focus of attention is on the five Mekong countries – Burma, China, Laos, Thailand, and Vietnam; OPH staff assist mission staff in Cambodia, South Asian, and island-Southeast Asian Missions to develop high-impact programs and will act as a clearinghouse for sharing expertise and ideas, and while assistance to the other countries outside the six focus countries within the ANE Region will be lower priority, response will be provided upon request.

To accomplish this bold initiative, USAID announced the intention to strengthen field-based regional Infectious Disease (ID) programs by adding ID technical and programmatic staff and other resources to the regional OPH within the RDM/A, including one position in the USAID/Vietnam Office. These regional staff assist in developing high-impact programs in both presence and non-presence countries in the region. This position description for the Vietnamese **Public Health Specialist** is one of the staff recruited to cover expanding responsibilities and operations for this important office and regional program which will be located in Vietnam with a particular focus on Avian Influenza although also collaborating on other non HIV/AIDS infectious diseases. Adding AI staff to the USAID/Vietnam Office addressing one of the primary focus countries is necessary to bring strong coordination of AI programs among the USG agencies in Vietnam and establish a liaison with the AI Team in RDM/A.

13. BASIC FUNCTION OF POSITION

The **Public Health Specialist** serves as the principal advisor to the USAID team in managing all facets of non-HIV/AIDS infectious disease activities in Vietnam with a particular focus on AI. The position is supervised by the USPSC Humanitarian Program Manager, who advises on general responsibilities to meet the USAID/Vietnam strategic objectives and goals. Technical aspects of this position are supported by staff at the RDM/A specifically the AI Team which comprises the following positions: USDH Infectious Disease (ID) Advisor, Avian Influenza Advisor, FSN Regional Animal Health Advisor and FSN ID Monitoring and Evaluation

Specialist. The position plays a leadership role in coordinating and collaborating with other USG agencies in Vietnam in program implementation by actively participating in the planning process. The position assists the RDM/A and USAID/Vietnam Office in developing and assessing technical and strategic program approaches for preventing, detecting, and containing outbreaks of infectious disease with a particular focus on avian or pandemic influenza by identifying and accessing appropriate resources, including the technical and operational coordination of cooperating agencies.

The incumbent must effectively perform duties and responsibilities within the following areas: program design and management; monitoring & evaluation; Embassy and host country relations, networking and liaising with partners, donors, multilateral institutions, Ministry of Health, Ministry of Agriculture and Rural Development, foundations, nongovernmental organizations (NGOs), community leaders; technical assistance; analysis; reporting and communications; developing performance monitoring system, monitoring and reporting the performance and results of activities at country level; in the identification/resolution of issues affecting overall program performance. S/he assists in the planning/coordination of meetings, monitors programs through field visits, maintains appropriate documentation, and reports on USAID-financed infectious disease activities, particularly on Avian Influenza. The incumbent must be an innovative self-starter with management, technical and administrative skills; must possess originality of ideas and creative thinking in dealing with problems or matters for which there is little precedent, and usually require that s/he be able to interrelate the pertinent subject matter of important including political developments on domestic and international social and economic developments. The incumbent must be flexible enough to occasionally 'backstop' activities outside of her/his stated job responsibilities. S/he will also coordinate occasionally with Ambassadorial and State Department site visits and meetings.

The incumbent is expected to keep USAID apprised on the status of public health issues, with a particular focus on infectious disease particularly Avian Influenza activities, new approaches and issues. This may be accomplished through periodic written reports, verbal briefings or by providing comments on other reports.

The incumbent will be closely supervised and monitored in the performance of the duties during the authorized probationary period, in compliance with the guidance contained in the local Employees Handbook and established Mission practices.

14. MAJOR DUTIES AND RESPONSIBILITIES

The incumbent will be expected to provide monitoring and evaluation, programmatic and technical support for public health activities particularly infectious diseases such as AI activities in Vietnam. To this end, the incumbent will maintain current knowledge and information on AI activities worldwide, in the ANE region, in the Mekong Region and more specifically in Vietnam. This information shall inform the incumbent's ability to make sound management decisions regarding current and proposed public health activities with a particular focus on AI. The incumbent shall perform the following functions: a) Activity Implementation and Management; b) USAID/Vietnam - Additional Project Support; and, c) Host Country Relations, Networking and Official Relations. Duties and responsibilities will include, but are not limited to, the following:

A. ACTIVITY IMPLEMENTATION AND MANAGEMENT: (50%)

Public Health Program Management: The incumbent will take the prime responsibility of program management in the public health area with a particular focus on the infectious disease sector, avian influenza and other emerging infectious diseases implementing USAID activities in conjunction with the USG team. To fulfill this responsibility, s/he will maintain current technical knowledge and information on ID and AI-related programs in Vietnam and the region. The incumbent will cooperate with USAID cooperating agencies to monitor their yearly work plans and will provide suggestions and technical guidance on the details of implementation of these work plans through active participation during the planning process.

Public Health Partner Communications and Liaison: The incumbent will be the primary liaison with public health partners with a particular focus on infectious disease partners on behalf of USAID/Vietnam and RDM/A. To fulfill this responsibility, s/he will help to facilitate communications amongst and between USAID/Vietnam's cooperating agencies and their local partners in a timely manner. These communications will be carried out in English and/or Vietnamese as the situation requires. Communication can be in person, by phone, or in writing. The purpose of contact will be: 1) to maintain dialogue in support of infectious disease issues; 2) to maintain regular communications regarding the timely management of activity functions and procedures; 3) to collect, obtain, and verify factual and technical information pertaining to program/project planning and implementation

(e.g. statistics, activity progress reports, and proposals); and 4) to monitor and evaluate existing activities in infectious disease.

Monitoring & Evaluation and Financial Reporting: The incumbent will also take a primary role in the regular monitoring and evaluation of ID partner activities, with the focus on AI. S/he will develop effective monitoring and evaluation database and other strategic information systems by working in conjunction with RDM/A M&E and AI teams. S/he will also work with USAID/RDM/A and USAID/Washington in development of indicators and tools for effective infectious disease program of USAID efforts. The incumbent will collect quarterly and annual programmatic and financial reports from AI program partners. S/he will review these reports and will pay particular attention to the data pertaining directly to activity indicators and to financial indicators (e.g., expenditures, burn rate/pipeline analysis and congruity of expenditures against activities, need for incremental funding). The incumbent will conduct project accrual exercises, cross-checking data and be responsible for timely reporting by working closely with the Office of Financial Management to review and assess monthly accrual reports.

Performance Monitoring Plan: The incumbent will be primarily responsible for data collection and synthesis for USAID/Vietnam's Annual Report and other performance monitoring plans, in conjunction with the USPSC Humanitarian Program Manager. To fulfill this task, the incumbent's duties/responsibilities will include but are not limited to: 1) tracking the collection of infectious disease related performance data; this data will come from numerous sources such as USAID/Vietnam's cooperating agencies, local partners, implementing partners, and other international organizations; 2) preparing inventories of current indicators, information collected, and information still needed; 3) devising more efficient methods for collecting information, 4) verifying that the data is verifiable and accurate; and 5) determining that the information gathered is in accordance with the indicators of the annual report and related performance monitoring plans. The incumbent will use partner reports to contribute quantitative and qualitative input into the RDM/A's Annual Report.

B. USAID/Vietnam – Additional Project Support

(30%)

Under the direction of the USPSC Humanitarian Program Manager and the RDM/A, the incumbent will provide support to USAID/Vietnam in a wide variety of assigned tasks which will require the incumbent's unique skill set. As requested, s/he will serve as a member of Mission teams responsible for guiding the development, implementation, and evaluation of USAID assistance. This can include but is not limited to: 1) monitoring selected components of complex infectious disease activities in order to provide recommendations to the USPSC Humanitarian Program Manager and RDM/A staff; 2) serving as the Health Area member on selected Mission Teams which impact the sector; 3) following up with the other Program Managers on project support activities; 4) preparing activity documents (such as scopes of work, briefing papers); 5) finalizing project-related correspondence; 6) contributing to the USAID/Vietnam annual and semiannual performance reviews on project objectives and methodology paying particular attention to the necessary inputs and expected results covering economic, social, cultural, and technical factors; 7) providing originality of ideas and creative thinking in dealing with problems in a broader spectrum; 8) projecting future infectious disease developments or trends; 9) writing technical justifications for new activities and for changes to on-going programs, objectives, activities or indicators; 10) maintaining contact and dialogue with high ranking senior government health officials, donor organizations, as well as NGOs, FBOs; and 9) organizing donor coordination events in support of project activities.

C. Host Country Relations, Networking and Official Relations:

20%

The incumbent will be required to establish and maintain a productive professional relationship with U.S. Embassy staff, USAID/Vietnam staff, Mission and other USG staff (e.g., USAID RDM/A, USAID/Cambodia, USG AI team, USDHHS, CDC, USDA, DOD, USAID/Washington's Asia Near East Bureau and Bureau for Global Health, and the Department of State). S/he will establish and maintain extensive range of important contacts with host-country senior official level and lower such as the Minister of Health and the Ministry of Agriculture and Rural Development, as well as at the senior level business and community leaders fostering open line of communication. S/he will be required to establish and maintain collaborative working relationships with multilateral institutions, international and indigenous NGOs, FBOs, cooperating agencies, local partners, donors and implementing partners – such as FAO, UN, WHO, Academy of Education Development (AED) and the general public in articulating and justifying ID including AI activities to them. S/he will be expected to organize donor coordination events in support of project activities.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

Master's degree in the field of social science, public health and/or a doctor of medicine degree and/or doctor of veterinary medicine is required.

b. Prior Work Experience:

A minimum of five (5) years of professional and progressively more responsible experience in the field of public health development with experience and technical knowledge in Infectious Disease and at least three (3) years of this experience with a Government Agency or other international/local organization or donor with project and/or organizational management experience.

c. Post Entry Training: The incumbent will be expected to possess the necessary technical training and skills required to perform the duties/responsibilities required of the position. Post entry training will be focused primarily on the Agency's established policies, procedures and regulations that govern: 1) USAID-specific Cognizant Technical Officer (CTO) responsibilities/duties; 2) USAID-specific activity management and procurement systems; and 3) USAID-sponsored training in Project Design and Activity Management; and 4) USAID-sponsored training on Planning, Achieving and Learning (PAL). In addition, the incumbent will be required to work within the existing Vietnam team management office structure. Organized formal training (both internal & external) determined to be in direct support of Vietnam activities may be provided from time to time depending on the availability of Program funds.

d. Language Proficiency: Level IV, strong written and oral proficiency in English and Vietnamese is required. Given the nature of the position, effective written and oral communications are absolutely critical to perform successfully in this position. Incumbent must be able to communicate effectively and accurately with: 1) all categories of Mission employees; 2) host government officials at the senior minister levels and lower; 3) business and community leaders at senior level; 4) numerous international and local health organizations, donors, UN and other international organizations and other embassies; 5) the USAID-Washington based Global Health and Asia and Near East Bureaus and the equivalent units in the State Department; and 6) the general public. The incumbent is required to be able to prepare briefing documents (as/when required), including participation in the drafting of annual Technical, Programmatic and Fiscal reports. The incumbent must also be able to prepare reports, correspondence, and documents in English in a professional and competent manner requiring little or no editorial changes.

e. Knowledge: A comprehensive knowledge of the concepts, principles, techniques and practices of infectious disease issues and the strategies most effective for implementing these interventions is required. High degree of knowledge and understanding of Vietnam health systems, applicable law, agency regulations and instructions, and the appropriate government and non-government entities critical to the successful performance of the duties assigned to this position and therefore, are required. Practical knowledge of health services and the international/national/local infectious diseases response is required. Substantial reliance is placed on the incumbent's professional acumen and judgment where her/his advice is sought on important and at times on extremely sensitive matters; in functional programs that involve comprehensive program planning which s/he actively participates in the planning process.

f. Skills and Abilities: The incumbent is required to be able to: 1) plan, develop, manage and evaluate important and complex programs independently; 2) organize and present technical information in concise written and oral form; 3) demonstrate strong quantitative and analytical skills through obtaining, analyzing, and evaluating a variety of data ; 4) furnish information and provide advice in assigned areas objectively; 5) follow oral instructions, and organize, prioritize and follow through on all assignments with minimal oversight; 6) type accurately; 7) edit documents, 8) focus on details; and 9) demonstrate proficiency in word processing, spreadsheets, databases and other computer applications e.g. Microsoft Office Excel, ACCESS, OUTLOOK, PowerPoint, etc.). The incumbent must also have the ability to establish and maintain contacts at all levels of the host government(s) (i.e., from the community level to the Ministerial) and with stakeholders in the non-governmental arena in order to explain USAID infectious diseases and animal health-specific project/program policies, objectives and procedures. Likewise, the incumbent must be able to transmit and interpret host country government and non-governmental sector program-related concerns to senior USAID officials and Mission Management. The incumbent must also have demonstrated potential to acquire knowledge of U.S. Government legislation relating to infectious disease and animal health development assistance; USAID programming policies, regulations, procedures, and documentation; and a thorough understanding of the objectives, methodology, and status of the USAID's overall Strategic Objectives and ID goals. The incumbent must have excellent interpersonal skills. S/he must be able and

willing to work additional hours beyond the established 40-hour workweek and outside the established Monday-Friday workweek as may be required or necessary; be willing and able to travel extensively throughout Vietnam and the region as/when necessary or requested; and the incumbent must be a self-starter.

- g. Physical Condition:** The successful candidate will be required to pass a physical certification exam, paid for by the U.S. Government. USAID prohibits discrimination in hiring and employment on the basis of physical or mental impairment. USAID promotes, with reasonable accommodation, the full realization of equal employment opportunities for the disabled in recruitment, promotion, assignment, and training.

16. POSITION ELEMENTS:

- a. Supervision Received:** Formal supervision and evaluation will be by the USPSC Humanitarian Program Manager, who advises on general responsibilities to meet USAID/Vietnam strategic objectives and goals. Technical aspects of this position are supported by health staff at RMD/A. The position also plays a leadership role in coordinating and collaborating with other USG agencies in Vietnam in program implementation. In collaboration with the incumbent, the immediate supervisor will: 1) establish annual work objectives and performance measures; 2) review work outputs and accomplishments to ensure compliance with Agency policies, and implementation of best practices; 3) provide regular feedback to incumbent throughout the Performance Evaluation Period; 4) prepare the annual Evaluation Report as/when required; and 5) obtain input from the appropriate peers, counterparts and team members. As the incumbent is expected to work with a high degree of independence, s/he must be able to establish priorities, adhere to and meet established deadlines, and perform responsibilities and duties with minimal guidance and little or no follow-up. The incumbent must be proactive as well as self-motivated and self-directives.
- a. Available Guidelines:** The incumbent is required to quickly understand Mission and Agency-specific policies and procedures which govern project design and activity management in addition to the USAID/Vietnam's established administrative operating procedures, policies and formats. When provided, guidance from supervisor is primarily with regard to policy, priorities, results to be achieved, basic approaches to be followed, and in the case of assembling report, the nature and basic content of reports are provided. Oral guidance from the immediate Supervisor and specific detailed instructions will be given (when necessary) for carrying out unique assignments. The incumbent will be required to be proactive in keeping abreast of evolving guidelines and policies which affect overall infectious disease and animal health activities within Vietnam, including but not limited to the Agency's Automated Directives System (ADS), General Notices/Mission Orders/Mission Notices, USG Procurement regulations, and USAID Program Strategy and Policy Documents. In addition, the RDM/A Avian Influenza and infectious disease team members, other Mission technical support staff and counterparts in USAID/Washington are available as resources to provide advice and guidance.
- b. Exercise of Judgment:** In instances not clearly covered by written guidelines, the incumbent will use her/his own professional, well-informed judgment with full knowledge and understanding of nature and goals of the position and of the Strategic Objective (SO) results package. Excellent (balanced) judgment must be exercised in setting priorities. The use of initiative, discretion and patience is expected from the incumbent in dealing with USAID/Vietnam Office and RDM/A personnel as well as representatives from other donor organizations to resolve technical, administrative, managerial and/or policy problems that arise during the course of work for which there is often no clear or immediate solution and or precedence. In addition, considerable judgment is required in working effectively with officials of the Vietnam Ministry of Health, the Ministry of Agriculture and Rural Development, other ministries and the private sector, in overseeing contractor activities and in coordinating multi-sectoral efforts in support of USAID/Vietnam's development objectives, and in collecting, analyzing and reporting on progress of activities and recommending project actions. The incumbent will also be required to follow and adhere to the Agency's Code of Ethics and Conduct.
- c. Authority to Make Commitments:** The incumbent will have no independent authority to make resource commitments or commit the U.S. Government (USG, the USAID/Cambodia Mission, or the USAID/Vietnam Country Program Office funds on behalf of the U.S. Government or the USAID Regional Development Mission/Asia, Thailand; or the RDM/A Office of Public Health. In consultation with the USPSC Humanitarian Program Manager, s/he will have authority to represent USAID in the articulation and negotiation of ID including AI program objectives.

- d. Nature, Level and Purpose of Contacts:** To effectively function in this position, the incumbent will be required to establish and maintain solid working relationships with all categories of USAID staff, U.S. Embassy in Hanoi and US Consular staff in Ho Chi Minh City, the Department of State, DOD, USDA, CDC and other USG personnel in the field and in Washington; high level staff of UN agencies (e.g., WHO, FAO), other international and donor organizations; representatives of regional organizations such as ASEAN and APEC; international and local NGOs; FBOs, private sector representatives and the general public. With local contacts, the incumbent will be required to develop and maintain an extensive range of important contacts with senior level government officials in the Ministry of Health, the Ministry of Agriculture and Rural Development, senior level business and community leaders with the purpose ranging from simple information gathering to obtaining or verifying information which is otherwise available as well as assisting in the development of complex programs. The incumbent actively participates in substantive discussions and negotiations of design/implementation issues and matters of national health policy up to the level of the Ministries. In the USAID Mission, s/he actively participates in substantive discussions and recommends U.S. positions on policy issues up to the level of USPSC Humanitarian Program Manager and/or Vietnam Country Program Manager.
- e. Supervision Exercised:** May exercise delegated supervisory authority over other CCNPSC support staff, as/when assigned.
- f. Time Required to Perform Full Range of Duties:** The incumbent will be expected perform this range of activities within 24 months.